

State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 11, 2010

Sharlene Coleal, Vice President of Business Services
Santa Clarita Community College District
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Dear Ms. Coleal:

RE: FINAL MONITORING VISIT REPORT for Santa Clarita Community College District aka College of the Canyons (COC) – **ET09-0239**

Date of the Visit:	08/11/10
Beginning/Ending Time:	9:00 a.m. - 1:30 p.m.
Date of Last Visit:	11/19/09
Visit Location:	Santa Clarita
Persons in attendance:	Kevin Walsh, Director, Employee Training Institute, COC Kristin Houser, Dean, Career Tech. Education, COC Sherie Arnold, Program Technician, Employee Training Institute, COC Monique Webb, ETP Contract Analyst Marissa Tolentino, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/17/08 – 10/16/10	Agreement Amount:	\$465,012
Training Start Date:	10/20/08	No. to Retain:	599
Date Training must be Completed:	7/18/10	Range of Hours:	n/a
Type of Trainee:	Retrainee	Weighted Ave. Hours:	n/a

FINAL REPORT SUMMARY:

This Agreement was executed on December 1, 2008 and training began on October 20, 2008. Your project staff indicated that ETP training concluded on July 15, 2010, allowing trainees to complete the required 90-day retention period within the term ending date of the Agreement.

ETP approved the following revisions to your Agreement:

1. On February 24, 2009, Modification No. 1 was approved to include the topics under Manufacturing Skills and Hazardous Materials.
2. On July 6, 2009, Modification No. 2 was approved which included the topic Advanced Business Writing

under Business Skills training.

3. On March 18, 2010, Modification No. 3 one was approved to redistribute funds and number of trainees between Job Numbers and reduce the Agreement Amount by \$542.
4. Modification No. 4 was approved on March 22, 2010 to create Job Number 9.
5. Modification No. 5 was approved on April 14, 2010 to add the topic, Advanced Word under Computer Skills training on Exhibit B, Curriculum of the Agreement.
6. On June 28, 2010, Modification No. 6 was approved to move ETP funds and trainee slots from Jobs 2 & 5 to Job 1. This also reduced the Agreement Amount by \$4,940.
7. Modification No. 7 was approved to move trainee slots from Job 4 to Jobs 1 & 3, reducing the Agreement Amount by \$669.

According to Ms. Arnold, of the 599 trainees specified on Chart 1, Exhibit A of the Agreement, 540 trainees (90%) will complete training and the 90-day retention period. Assuming all other Agreement requirements are met, COC would earn approximately \$408,082 (88 %) of the total ETP Agreement amount of \$465,012. Since you have been paid \$294,482.75 to date, you will receive an additional \$113,599 if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Arnold indicated that with the exception of having difficulties printing ETP Invoices via the ETP Online System, ETP recordkeeping was not a problem. She did express her appreciation to ETP's Help Desk by responding to her request in a timely manner.

According to Ms. Houser you only completed 88% in this Agreement due to the slow economy. Employers who were initially interested in the ETP training program, were reluctant to send their workers for training because of a reduction in staff and the uncertainty of whether or not employees can complete the 90-day retention period.

However, through ETP funds, the College was able to strengthen its relationships with the business community enabling the creation of a business council.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number Enrolled	Number of Trainees Dropped (following enrollment)	Number of Trainees Completing Training & Retention	Cost Per Trainee	Anticipated Earnings
1	66	14	52	\$667	\$34,684
2	4	0	4	\$1,112	\$4,448
3	210	20	190	\$462	\$87,780
4	81	4	77	\$616	\$47,432
5	136	11	125	\$770	\$96,250
6	29	10	19	\$1,668	\$31,692
7	54	7	47	\$2,002	\$94,094
8	20	0	20	\$385	\$7,700
9	8	2	6	\$667	\$4,002
Totals:	608	61	540		\$408,082

Project staff indicated that the number of trainees completing retention is not yet reflected in the ETP Contract Status Report. Ms. Arnold informed Ms. Tolentino that 274 additional trainees will be invoiced for placement by the

end of the Agreement.

ATTENDANCE ROSTERS:

During this visit, Ms. Webb & Ms. Tolentino reviewed attendance records of 118 trainees (10 Job 1 trainees; 25 Job 3 trainees; 20 Job 4 trainees; 20 Job 5 trainees; 10 Job 6 trainees; 10 Job 7 trainees; 19 Job 8 trainees and 4 Job 9 trainees) billed on Invoices 17, 19, and 21 through 30.

The Analysts compared the information on the Class/Lab Rosters with those found on your tracking reports.

The review of the Class/Lab Rosters revealed that the information currently required by ETP was properly documented on the sampling; that the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan. Further, Rosters reviewed validated that invoices for the completion of the required hours of training for enrollment and the Total Class/lab Training hours required in this Agreement.

These findings are based only on the training records reviewed during this visit. Therefore, all records should be reviewed by your project staff to verify that they contain all required information as listed in Title 22 CA Code of Regs., Section 4442 (b) Record Keeping.

SUBAGREEMENTS:

In February 2010, ETP approved Ms. Houser's request to include Quest Consulting & Training as a subcontractor participating in this Agreement. During this visit, Ms. Arnold provided Ms. Tolentino with a copy of your training subagreement with Quest which lists the services provided and cost of training.

FINAL INVOICE:

Ms. Tolentino advised your project staff that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement and if more time was required, you should request for an extension by writing to Kulbir Mayall, Fiscal Manager in the ETP Sacramento office.

AUDIT:

COC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

Signature on file

Wally Aguilar, Program Manager
North Hollywood Regional Office

Signature on file

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Kevin Walsh, COC (via e-mail)
Kristin Houser, COC (via e-mail)
Sherie Arnold, COC (via e-mail)
David Guzman, Chief, Audits & Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
ETP Master File
ETP Project File

Date report mailed to Contractor: 8/12/10